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Hold
Permitted By

[Redacted]

and sent with Coreman
memo to Deputy Chief FE/Div
29 November 1956
to Col White via

Chief, Records Management Staff

[Redacted]

[Redacted]

Report of accomplishments while on assignment in the FE Area

Original as copy
of this report covering
memo
Dec 17/56

1. PURPOSE

To conduct records surveys as necessary to implement a Records Management Program in those areas as directed by the Chief, FE [Redacted] Primary consideration to be given to the disposition of inactive records accumulated in the Stations and Bases in the FE Area.

2. ACCOMPLISHMENTS

The assignment lasted five months and the areas visited included [Redacted] The accomplishments during this tour are as follows:

a. Records Control Schedules were prepared, coordinated and approved for [Redacted] The schedules provide for the orderly retirement, preservation and destruction for all administrative and support type records. A total accumulation amounted to over 1585 cubic feet of material of which only 8% was determined to be of permanent value. During the survey, immediate destruction was made of 110 feet with an additional 270 feet to be destroyed by the first of the calendar year.

b. Procedures were prepared and implemented for a designated vault area on [Redacted] to be used as a repository for all the inactive records of the base. These procedures will provide for the orderly retirement and servicing of the records thereby eliminating to a great extent the purchase of additional filing equipment.

c. A modified version of the Headquarters Subject Numeric File System was adapted and installed for all administrative and nontechnical files on [Redacted] The use of this standard system will increase the usefulness of the records and simplify the training of clerical employees, the majority of which are contract wives.

d. Prior to returning to Headquarters, the Chief, FE Support Base requested that a preliminary records survey be made of the [Redacted] areas in regard to the amount of time and personnel necessary to implement a Records Management Program in which particular stress was to be paid to the disposition phase of the program. A report and recommendations (Attachment) was submitted him for approval and action.

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e. A summary report of these accomplishments was transmitted to the Chief, FE Division for his information. In addition, discussions were held with other interested DD/P personnel concerning FE records problems and their possible solutions.

3. RECOMMENDATIONS

a. That further emphasis be placed on those administrative and support type records created, acquired and maintained in the field. Specific attention to be directed to the disposition and retirement phase of the program.

b. That the Subject Numeric File System be adapted and installed to cover as many administrative and nontechnical files in the field as possible.

c. That designated vault areas be used to house and service noncurrent records while awaiting disposition.

d. That a study be made for the possible slotting of records management positions in the larger field installations for the purpose of assisting and advising area chiefs in management problems and procedures.

Attachment

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT

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DEC 14 1966

Deputy Chief, Far East Division, DD/P

Chief, Management Staff

Possible Management Staff Contribution to your Field Installations

1. I talked to you on the phone the other day concerning the possible need of another rounded Management Staff man for probable PCS assignment within your area (a replacement for [] of my staff who finishes two years of PCS for []). The concept here is organizational and functional alignment and any other general aspects of organization, methods, and procedures. I'd be interested to know what the operating people of FE consider to be [] contribution. Perhaps such assessment would assist in the answer to the questions in this paragraph.

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2. Entirely separate from the above is a possible Records Management Program contribution on a PCS basis in your field. May we deal with that question separately and here? Points of consideration are below:

3. What is meant by Records Management is best embodied in a report from one of our officers who went TDY to your area at the request of the Chief, []. His report shows what can be done, and that there is need for the doing.

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4. I ask your consideration of this matter, so that if you see profit for FE in this exercise, I would like to plan on a PCS assignment of an experienced and competent Records Management officer for support within your area to assist in making life easier and less expensive than now for you out there.

5. Of course, the same question pertains to other areas, but in light of this TDY report herewith, it strikes me as sensible to go on from there so that on a continuing basis contribution for such an assignment could be better assessed and thereby make easier consideration of application elsewhere.

6. Kindly let me have your views because if you are favorable to the idea, we will need to lay on some planning and some kind of training under guidance of your Division probably.

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Attachment
Report

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